

OFFICE OF THE MAYOR

The City Of Augusta

Proclamation

IN RECOGNITION of “Administrative Professionals Week”

WHEREAS, The Fairways Chapter of Augusta, Georgia, are administrative professionals, including secretaries, administrative assistants, office managers and other administrative support staff, representing one of the largest segments of the world’s workforce; and

WHEREAS, Administrative professionals are those who master technology, efficiently utilize their interpersonal and communication skills, manage projects and organize the office, apply their creativity to solving problems and, most importantly, have the willingness to learn and accept new challenges; and

WHEREAS, Administrative professionals are vital contributions to today’s team-oriented work environment and are key frontline public relations ambassadors for their organizations; and

WHEREAS, Companies and organizations that invest in training and development and are committed to delegating responsibilities that emphasize the skills of their administrative employees will have the best opportunity to excel in the 21st Century and beyond; and

WHEREAS, The year 2004 marks the 52nd annual observance of Administrative Professionals Week, formerly known as National Secretaries Week, which was founded in 1952 to recognize the contributions of secretaries and other office support staff in business and government and to attract people to secretarial careers; and

WHEREAS, Administrative Professionals Week is sponsored by the International Association of Administrative Professionals and is celebrated worldwide, bringing together millions of people for various community events, educational seminars and individual corporate activities.

NOW, THEREFORE, I, Bob Young, Mayor of the City of Augusta, do hereby proclaim April 19 - 23, 2004, as “ADMINISTRATIVE PROFESSIONALS WEEK” and the day of April 23, 2004, as “ADMINISTRATIVE PROFESSIONALS DAY” in Augusta, Georgia, saluting the valuable contributions of administrative professionals in the workplace.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of Augusta, Georgia, to be affixed this 19th day of April 2004.

Mayor